

27 October 1949

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MEMORANDUM FOR: Assistant Director for Reports and Estimates
 Assistant Director for Collection and Dissemination
 Assistant Director for Operations
 Assistant Director [REDACTED]
 Assistant Director for Policy Coordination
 Assistant Director for Scientific Intelligence
 Chief, Coordination, Operations and Policy Staff
 Chief, Inspection and Security Staff
 Chief, Legal Staff ✓

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SUBJECT: Attendance at the National War College and the
 Industrial College of the Armed Forces lectures

1. The Commandants of the National War College and the Industrial College of the Armed Forces have graciously afforded the personnel of this Agency the privilege of attending the lectures at these two institutions.

2. In order to comply with the requirements of the two colleges as to prior notification about those attending, all arrangements are made by the office of the Executive. This is necessary and will be continued, in order to avoid embarrassing instances which have arisen in the past, mostly in connection with persons who have appeared at the lectures without having had their names entered on the master lists maintained for each lecture.

3. During the process of reviewing our records recently, it was noted that a very few individuals make up the bulk of our attendance. Thus, one individual attended 15 separate lectures during the period 15 September to 21 October 1949. Another attended 12 lectures during September and early October.

4. It will be noted that attendance is limited in the case of civilians to those holding the grade of OAF-13/P-6 and above, and in the military to those holding the rank of Lt. Colonel/Commander and above. Additionally, the seating capacity of the auditorium is limited. In the case of several distinguished lecturers, our total allowed attendance was limited to 4 people.

5. It is desired that the privilege of attending these lectures be distributed as widely as possible, subject to the limitations mentioned above. Many of the lectures are extremely interesting to all of us. Other lectures have great value to those of our people interested in some particular field or other. In order that the most benefit accrue to the Agency as a whole, it seems to me that the following should be kept in mind:

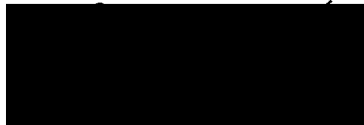
a. Information concerning forthcoming lectures must be disseminated widely and promptly within each office.

b. Except in the case of lectures by distinguished national figures who will deal with matters of broad policy, an individual should have some reason for attending other than "general education".

c. Each individual should exercise discretion and have regard for the proprieties when he requests to attend a lecture. He should have in mind the fact that there may be others to whom the lecture would be more useful; and he should himself question the propriety of a high grade professional spending anywhere from two to four hours per day, several days a week, away from his work, unless he is obtaining direct benefit to his work from the lectures.

6. This memorandum is sent to you as a matter of expressing my ideas on the subject rather than as an instruction. I am in favor of our people attending these lectures; and if it were practicable, I should like to see the number who could attend tripled.

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Executive

RESTRICTED